

From: Jose Gonzalez
To: ["Julie Amaya"](#)
Cc: [Rena Leddy \(rena@fashiondistrict.org\)](mailto:rena@fashiondistrict.org)
Subject: FW: Sample Invoice
Date: Monday, January 30, 2017 1:11:00 PM
Attachments: [Invoice for Bids \(2\).docx](#)

Hi Julie

The invoice sample says, "Supplies: (must attach invoice from contractor)".

In our BID's case, we don't have one specific contractor invoice that accounts for the Fuel/Supplies cost that we estimated.

Our BID purchases fuel and supplies from several vendors to cover the entire BID operations (including maintaining the Broadway Plazas).

Are we okay to include in each month 1/12th of the estimated annual cost for Fuel/Supplies (without attaching any invoice from contractor)?

Also our contract was signed on January 11, 2017. Can we bill for the entire month of January-2017?

Thank you

Jose Gonzalez
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From: Rena Leddy [<mailto:rena@fashiondistrict.org>]
Sent: Monday, January 30, 2017 12:54 PM
To: Jose Gonzalez <jose@fashiondistrict.org>
Subject: FW: Sample Invoice

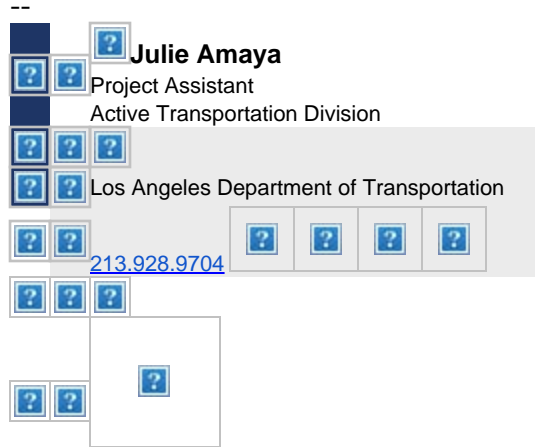
[See below](#)

From: Julie Amaya [<mailto:julie.amaya@lacity.org>]
Sent: Monday, January 30, 2017 11:12 AM
To: Rena Leddy <rena@fashiondistrict.org>; Blair Besten <blair@historiccove.bid>; Suzanne Holley <sholley@downtownla.com>
Cc: Pauline Chan <pauline.chan@lacity.org>; Jessica Wethington Mclean <jessica.wethingtonmclean@lacity.org>
Subject: Sample Invoice

Hi Rena, Suzanne, Blair

Attached is a sample invoice that, I have put together along with our accounting department to make the billing process run smoothly. I would like to ask you if can add this information to your letterhead and send me back a sample so we can review it one last time and it will be set to use.

Thanks!



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